

STATE OF ALABAMA

DEPARTMENT OF MENTAL HEALTH

RSA UNION BUILDING

100 NORTH UNION STREET POST OFFICE BOX 301410 MONTGOMERY, ALABAMA 36130-1410 WWW.MH.ALABAMA.GOV



EMPLOYMENT OPPORTUNITY- REANNOUNCEMENT

JOB TITLE: Community Services Specialist II NUMBER: 21-07

JOB CODE: T2000 **DATE:** April 9, 2021

SALARY RANGE: 69 (\$33,921.60-\$51,400.80) **PCQ#:** 8846044

JOB LOCATION: Department of Mental Health

Region V Community Services 631 Beacon Parkway, Suite 211 Birmingham, AL 35209

MINIMUM QUALIFICATIONS:

• Master's degree in Social Work, Psychology, or a human services field.

OR

- Bachelor's degree in Social Work, Psychology, or a human services field.
- 24 months or more experience working specifically with persons with intellectual and/or developmental disabilities.

OR

- Bachelor's degree in Social Work, Psychology, or a human services field.
- 48 months or more experience in a human services field.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS:

Must have a valid driver's license to operate a vehicle in the State of Alabama.

KIND OF WORK:

- Monitors residential, day programs, and hourly services to assure compliance with all applicable standards.
- Contributes to the assurance that the needs of the individuals served are adequately met.
- Conducts investigations on serious incidents.
- Provides training, consultation, and technical assistance to service providers and case management agencies.
- Attends team meetings to contribute to identification of required supports for individuals.
- Facilitates person-centered planning meetings on an as needed basis.
- Promotes the department's mission, initiatives, and Community Services Director directives by exhibiting leadership qualities that create an environment of professionalism, creditability,

Re-Announcement #21-07 Community Services Specialist II Page 2

trust, transparency, and support internally among all departmental staff and externally among all stakeholders.

- Represents the department at regional county multiple needs meetings.
- Performs other special projects and assignments as required by the Regional Community Service Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of community service agencies in relation to persons with intellectual disabilities.
- Knowledge of human behaviors and clinical dynamics of the intellectually disabled as well as persons with developmental disabilities.
- Skilled in the use of Microsoft Office software programs.
- Ability to provide guidance and support to clients, families, and community providers.
- Ability to effectively intervene in crisis situations.
- Ability to organize, plan, and implement work in an independent manner.
- Ability to provide training and technical assistance to service providers.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain positive relationships with clients, families, agency representatives, and the general public.
- Ability to interpret and explain funding requirements and standards compliance to providers.
- Ability to conduct investigations.
- Ability to understand and interpret standards, policies, and regulations.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: May 7, 2021

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply: https://laserfiche.alabama.gov/Forms/ADMH-Job-Application